



# CITY OF ARCHDALE

## CITY COUNCIL

**MEETING DATE:** Tuesday May 24, 2022

**SUBJECT:** Public Hearing: FY 2022-2023 Annual Budget.

**RECOMMENDATIONS OR COMMENTS:** The proposed budget, including the City Manager's budget message, has been available on the City's website and at the Archdale public library since May 11, 2022. On Monday, May 16<sup>th</sup>, City Council held a budget work session resulting in revisions to the proposed budget. These revisions were accounted for and updated copies of the budget message and proposed budget were placed on the City's website and at the Archdale public library.

Attached is the proposed City of Archdale Operating Budget Ordinance for the Fiscal Year Ending June 30, 2023.

**SUMMARY OF ATTACHED INFORMATION:** Proposed FY23 Budget Ordinance.

**ATTACHMENTS:**            ☒ YES   ☐ NO

*This document was originally posted on 5/11/22. Amendments stemming from  
a 5/16/22 City Council Budget Meeting are noted in **Red** on page 2.*



307 Balfour Drive  
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Archdale, North Carolina 27263  
[www.archdale-nc.gov](http://www.archdale-nc.gov)

**Manager's Budget Message  
2022 - 2023 Fiscal Year  
(FY23)**

Honorable Mayor  
Ward I Councilman  
Ward II Councilman  
Ward III Councilman  
Ward IV Councilman  
At Large Councilman  
At Large Councilwoman

Lewis Dorsett  
Larry Warlick  
Roger Blackwell  
Robert "Trey" Gray  
John Glass  
Tim Williams  
Lorie McCroskey



Dear Mayor and Members of City Council:

Pursuant to Section 159-11 of the North Carolina General Statutes, I am pleased to present for your consideration the City of Archdale's proposed budget for Fiscal Year 2022-23 (FY23). This budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget is balanced and represents a continued effort to serve the citizens of Archdale in an efficient and sustainable manner.

The recommended fund budgets are as follows:

FUND	MANAGER RECOMMENDED BUDGET	
General Fund	<b>\$13,524,900</b>	\$13,676,755
Water and Sewer Enterprise Fund*	<b>\$5,992,535</b>	\$6,017,050
Stormwater Enterprise Fund	<b>\$485,825</b>	\$491,985
<b>Total</b>	<b>\$20,003,260</b>	<b>\$20,185,790</b>

*\*includes W/S Capital Reserve Fund (\$2,030,000)*

**The proposed budget, as presented, is balanced using the current property tax rate of \$0.31 per \$100 of assessed valuation.** Based on current valuations, \$0.01 generates \$111,779 of revenue. Given that Guilford County completed a tax revaluation process in the past year, a revenue neutral tax rate would be \$0.3134.

#### **Amended**

City Council met to discuss the proposed budget on Monday 5/16/22. After much consideration, the budget proposal was amended to reflect Council's requests.



## **INTRODUCTION**

In preparing the FY23 budget proposal, it has been difficult not to think years beyond 2022-2023. The City of Archdale finds itself in an enviable position as the COVID-19 pandemic eases. The City's finances are sound, quality of life in the community is high, and healthy growth is taking place. Major economic development projects in the region such as Toyota at the Greensboro-Randolph Megasite and Boom Supersonic at PTI Airport will dramatically alter the landscape of the Piedmont Triad in the years to come.

Even before the wave of recent economic development announcements, Archdale's real estate market was thriving. With limited housing stock available, numerous new subdivision proposals have been submitted and/or approved. Commercial developments and industrial projects are also on the rise. Archdale is prepared to handle this anticipated development due to the foresight of our elected officials and stable organizational leadership. The future is very bright for Archdale.

The proposed FY23 budget focuses on fiscal responsibility and maintaining high levels of service as we prepare for population growth. However, this budget also tackles needs within the Capital Improvement Plan (CIP), goals of the *Plan Archdale* comprehensive plan, and takes advantage of opportunities presented by American Rescue Plan (ARP) funding.

A prominent residual effect of the pandemic has been the Great Resignation. Many people are changing careers, choosing to work from home, or leaving the workplace altogether. Retaining a talented, dedicated, and well-trained workforce is a primary objective of the proposed budget. The knowledge and skills of existing staff would be expensive and time consuming to replace. Additionally, shortages in the labor market have made recruitment of new employees difficult. Starting pay for prospective employees has been increased in the proposed budget to remain competitive in an era of skyrocketing inflation.

Information Technology (IT) remains a primary objective in the FY23 budget with purchases in every department aimed at improved network security and efficiency. Ransomware and cyber-attacks often target small to mid-sized government agencies who are traditionally ill-prepared. Archdale IT staff members take great pride in their efforts to decrease the likelihood of such an event. In FY23, investments in servers and switches at City Hall and the Police Department will result in faster speeds for employees and improved security for all.

Meeting the requirements of State issued permits for water distribution, sewer collection, and stormwater management remains paramount. Expenditures in FY23 are once again focused on preventative maintenance (PM) and preparing for future needs. Repairs and upgrades to targeted sewer lines will ensure sufficient future capacity for decades to come.

Below are some highlights of the proposed FY23 General Fund, Water/Sewer, and Stormwater budgets:

### **GENERAL FUND**

The General Fund supports traditional government services such as public safety, recreation, planning, and general administrative services. It is funded by ad valorem taxes, sales and use taxes, and locally generated fees such as solid waste collection, park rentals, program fees, zoning applications, etc. Highlights from the proposed budget are noted below:

#### **General Fund Revenues**

- It is expected that Ad Valorem tax revenues will see modest gains in FY23 as the market for real property remains hot. A tax revaluation in Randolph County is anticipated in 2023 which will likely play a role in the FY24 budget. Guilford County completed their most recent tax revaluation in 2021, resulting in a small increase in Ad Valorem revenue in the proposed budget.
- Consumer spending continues to outperform expectations. It is expected that this trend will continue in FY23 resulting in approximately \$4M in revenue from sales tax.
- State issued Powell Bill funds are utilized for ongoing street maintenance. This funding source has been on a slow decline for years, but new provisions in the adopted State budget paved the way for an increase in the current fiscal year. In FY23, \$345,000 in revenue is expected, which is comparable to what was received in FY22.

- While taxes on telecommunications and video programming have been negatively impacted in recent years as customers “cut the cord” from traditional entertainment sources, revenue from the Utility Sales Tax should remain almost consistent with FY22’s projection.
- Parks & Recreation revenue is expected to show solid growth in FY22 as facilities continue to reopen and programming offerings expand.
- While the Consumer Price Index (CPI) for Water and Sewer and Trash Collection increased over 4% in the past year, our Solid Waste contract includes a cap of 3% on increases. Revenue from Solid Waste fees will increase in the recommended budget resulting mostly from a proposed \$0.40/cart rate adjustment to cover this increase.
- Recycling revenue is expected to see modest growth related to increased users.
- The American Rescue Plan, signed into law in March 2021, allocated direct funding to every municipality and county in the United States. The City of Archdale will receive a total of \$3.67M in stimulus funding from the ARP. Additionally, the City was awarded \$650,000 in State Capital and Infrastructure (SCIF) grants in FY22. All of these monies are accounted for in separate multi-year grant funds, and therefore are not reflected in the proposed FY23 budget.

#### **General Fund Expenditures**

- The cost of offering health insurance for employees will remain consistent in FY23 due to a change in insurance plans. The cost share for FTE staff will remain \$36.50/month with participation in the wellness program.
- In an effort to remain competitive in recruiting personnel, the pay plan has been amended to reflect a \$15.00/hour minimum rate for full-time employees. To minimize the resulting salary compression and to address current inflationary pressures, a 6% cost of living adjustment is proposed for current staff.
- FTE staff level is increased by 1 with the addition of an Assistant City Manager position.
- Facilities & Grounds will have HVAC controls updated in the Police Department and at the Recreation Center.
- The opportunity to acquire property adjacent to City-owned property on Old School Rd and a direct allocation of funds from the approved State budget resulted in the delay of constructing a new equipment shelter at Public Works. Purchasing 22 Old School Road allowed for the new shelter to be situated in a more advantageous location and the level of state funding triggers auditing measures aligned more directly with upcoming fiscal year audits which will also include significant federal/state grant revenue.
- Public Works will also replace and expand their existing security camera system in FY23, in addition to adding a new metal building for gas and equipment storage.
- Planning & Zoning staff continue to work on updates to Zoning and Development ordinances recommended in the *Plan Archdale!* Comprehensive Plan. Additionally, Planning staff intends to incorporate a digital plan submission software to streamline review processes.
- Parks & Recreation Department will have architectural renderings of a Recreation Center expansion completed and enter a contract for construction of the expanded building.
- Three new ballfields were developed in FY22, repurposing the underutilized upper ballfield near the entrance to Creekside Park. Park staff intend to have the ballfield lighting upgraded for these facilities in FY23.
- The proposed budget includes \$26,000 for greenway maintenance. This recurring project began in FY18 and continues to make walking, running, and biking safer within Creekside Park. Additionally, one of the State Capital and Infrastructure grants received by the City will assist in the cost of doing maintenance and upgrades to existing greenway segments.

- The North Carolina Local Government Employees' Retirement System (LGERS) Board of Trustees amended the base employer contribution rates, effective July 1, 2022. The law enforcement rate increased from 12.04% to 13.04%, while the non-law enforcement rate was moved from 11.44% to 12.18%. This is a \$34,855 impact to the line item.
- In keeping with annual plans, the Archdale Police Department (APD) intends to replace 3 patrol vehicles in the recommended budget. Vehicles are in high demand and may be difficult to find due to parts shortages and supply chain issues. The APD also aims to replace interior lighting throughout the Police Department for modernization and efficiency.
- The APD seeks to expand its body-worn camera system in FY23. Additionally, this will be year 2 of 3 for handheld radio replacements.
- The APD intends to use Asset Forfeiture Program funds to purchase a new K-9 to replace Storm, who will be retired.
- IT will replace Storage Area Networks (SAN), servers, and virtualization hosts at both City Hall and the Police Department to increase network security and improve efficiency.
- Other IT expenditures continue to be broad, especially in the realm of network security to ensure compliance with CJIS and PCI standards. Computer equipment replacements and Software as a Service licenses touch every department.
- The City's spring and fall clean up events continue to be wildly popular. The FY23 budget once again funds the two clean up weeks in addition to electronic recycling and document shredding events which have become expected public services for the citizens of Archdale.
- In sanitation, costs for the pickup and disposal of solid waste will increase 3% per the City's existing contract. Disposal of recycling remains a challenge, though rates are improving.
- The City will continue its annual street paving program with \$350,000 of Powell Bill funding.

#### **WATER AND SEWER ENTERPRISE FUND**

Revenue in the Water and Sewer Enterprise Fund has shown modest gains in recent years. Though residential, commercial, and industrial growth all seem imminent in our community, staff budget this fund conservatively in case unforeseen circumstances slow development.

The FY23 budget includes a proposed 4% increase in utility fees and the affect this would have on a minimum bill is shown below. In addition to assisting with upcoming capital projects and repairs, increased revenues would help the City meet State permit requirements for safe day-to-day operations of water distribution and sewer collection systems.

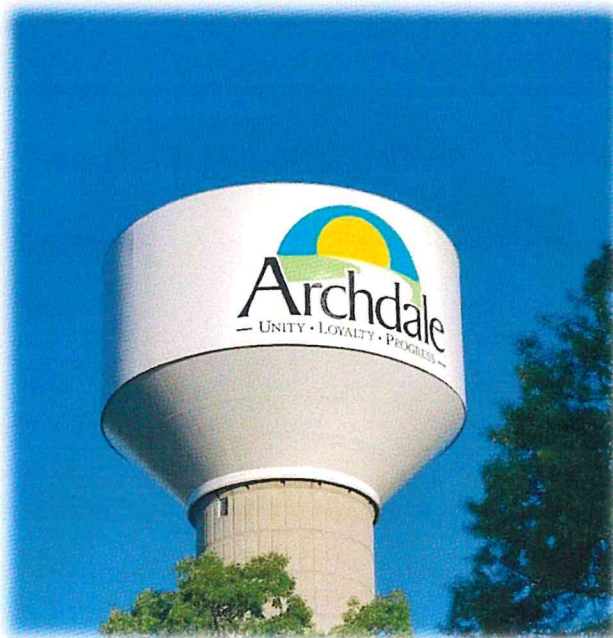
<i>Utility</i>	<i>Current</i>	<i>Proposed (4% increase)</i>
Water	\$16.36	\$17.02
Sewer	\$19.79	\$20.58
<i>Total</i>	<i>\$36.15</i>	<i>\$37.60</i>

\*represents a minimum bill of  $\leq$  2,000 gallons

The City of Archdale owns 1,559,000 gallons of treated water capacity per day from the Piedmont Triad Regional Water Authority (PTRWA). 915,000 gallons is billed on a 'take or pay' basis by the PTRWA and will essentially serve Archdale's daily needs. The balance is available and paid for as needed.

The City also owns a ~10% stake of the Eastside Wastewater Treatment Plant in High Point (2.5 MGD available) and all the City's wastewater is treated at this plant. Sewer system maintenance costs remain a priority in FY23. In addition to nearly 80 miles of gravity sewer lines, the City owns 10 pump stations which require ongoing preventive maintenance (PM) to ensure Collection System permit compliance. The proposed budget continues aggressive PM on all the pump stations to minimize risks associated with pump failure. Specific highlights from the Water and Sewer Enterprise Fund budget follow:

- PTRWA has noted that annual rate increases are necessary to keep pace with costs. The rate proposed in FY23 reflects a 3.5% jump. This increase is modest compared to most years and results in a rate of \$1.17/1,000 gallons.
- Wastewater treatment costs at the Eastside Treatment Plant are increasing by 8.25% FY23.
- PM on the City's 10 sewer pump stations, generators, and automatic transfer switches will remain a priority in FY23. Efforts will continue to rehabilitate the wet wells of pump stations showing age and wear. This will extend the useful life of these valuable amenities.
- In recent years, substantial efforts have been made to modernize the Weant Road sewer pump station, which is the City's largest and most important sewer system asset. In FY23, it is proposed that further work is completed to improve efficiency and minimize opportunities for sanitary sewer overflow (SSO) events.
- The proposed budget leverages American Rescue Plan (ARP) funds with City funds (and potential grant sources) for future water/sewer infrastructure needs. The City will reimburse employee salaries and benefits as allowed with ARP funds. These funds will then be transferred to the water and sewer capital fund for engineering and construction services for repairing and upsizing sewer outfall lines serving the entire City.
- Water/Sewer staff have budgeted to purchase a micro-excavator and to replace a zero-turn mower.
- The proposed budget sets aside funding to have the water system mapped and evaluated by an outside consultant (an Asset Inventory and Assessment) as well as having a utility rate study completed. Grant funding will be sought in hopes of offsetting these costs.
- The proposed budget includes funding to have Arc Flash studies completed on the 7 sewer pump stations that need updated reports to ensure the safety of staff and contractors performing maintenance.
- In addition to the funds budgeted for the purchase of water for distribution to the City's utility customers and treatment of wastewater, \$760,350 is included in this budget for interest and principal payments on the following: State Revolving Loan that the City used to purchase a ~10% interest in the City of High Point's expansion to the Eastside Wastewater Treatment Plant, investment in the PTRWA, and principal and interest payments on financing to fund several water and sewer projects throughout the City's utility system.



### **STORMWATER ENTERPRISE FUND**

Stormwater utility fees are used to support compliance with Federal and State stormwater regulations. The revenue allows the City to pursue needed upgrades and repairs to City maintained stormwater pipes and ditches. Stormwater fees are also used to fund the costs of street sweeping, leaf and limb collection, citizen education/outreach, and the grinding of collected vegetative debris annually.

Since the origin of the stormwater program in 2008, no increases have been sought to the monthly utility fee. Once again in FY23, it is proposed that the utility fee remain unchanged. As a result, revenues are expected to show modest growth.

Funding from Stormwater will be used to replace one pickup truck and to support professional services in the event a small area stormwater plan is desired.



### **CLOSING**

In closing, I wish to thank City Council for their ongoing support. Years of steady leadership and sound fiscal governance have positively impacted the future of our community. It is because of your foresight that Archdale is capable of taking on large projects that will have impacts on our community for years to come.

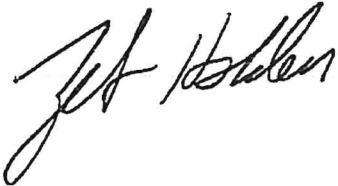
I also wish to express sincere gratitude to the City of Archdale employees for their commitment to providing exceptional service to our citizens. Each department brought well-developed budgetary requests and realistic expectations to this year's budget process. I particularly wish to thank Finance Director Lori Nurse, Deputy Finance Director Mark Barnhardt, and the entire Finance staff for their effort and dedication. We look forward to reviewing this document with Council and receiving public input. We are prepared to make adjustments that the Mayor and Council may recommend.

The following schedule is proposed for your consideration of the FY23 budget:

Wednesday, May 11, 2022  
Monday, May 16, 2022  
Wednesday, May 18, 2022  
Tuesday, May 24, 2022

Budget Submitted to Council and Public  
Budget Meeting #1 @ 9:00am at City Hall Training Room  
Budget Meeting #2 @ TBD (if necessary)  
Public Hearing on Budget/Targeted Adoption of Budget

Respectfully Submitted,



Zeb Holden, AICP  
City Manager



**CITY OF ARCHDALE  
OPERATING BUDGET ORDINANCE  
FISCAL YEAR ENDING JUNE 30, 2023**

BE IT ORDAINED by the City Council of the City of Archdale, North Carolina that the following anticipated fund revenues and expenditures by function, together with a financial plan, certain Fee and Charge Schedules, and with certain restrictions and authorizations are hereby appropriated and approved for the operation of City government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

GENERAL FUND	\$13,524,900
WATER & SEWER FUND	\$3,962,535
WATER & SEWER PROJECTS	\$2,030,000
STORMWATER FUND	\$485,825
<b>TOTAL EXPENDITURES</b>	<b>\$20,003,260</b>

**Section 1. General Fund**

**ESTIMATED REVENUES**

Ad Valorem Taxes .....	3,414,900
Interest Income .....	111,000
Interest Income – Powell Bill .....	7,500
Concessions – Parks and Recreation .....	0
Ballfield Concessions .....	4,000
Miscellaneous .....	89,000
Donations – Police .....	10,000
Credit Card Transaction Fees.....	6,000
Utility Sales Tax .....	615,000
Powell Bill .....	345,000
Unauthorized Substance Tax .....	1,000
Sales Tax .....	4,000,000
Beer and Wine Tax .....	47,000
ABC Board .....	1,500
Police Department Grant.....	5,000
Zoning Permits .....	4,500
Zoning & Annexation Application Fees .....	6,000
Subdivision/TRC Fees .....	15,000
Solid Waste .....	760,700
Recycling .....	206,100
Solid Waste Disposal Tax Distribution .....	9,400
Recreation Revenues .....	216,200
Rent – Recreation .....	22,300
Fund Balance Appropriated .....	- 919,549
Restricted Fund Balance Appropriated .....	-13,930
Assigned for Capital Fund Balance Appropriated .....	4,261,979
State Funds from Randolph County – Library .....	12,000
Revenue from Other Governments.....	0
TDA Grant Reimbursement.....	20,000
Economic Development Grant .....	267,300
<b>TOTAL</b>	<b>\$ 13,524,900</b>

**APPROPRIATED EXPENDITURES**

Governing Body .....	52,450
Administration .....	379,920
Information/Communications Technology.....	699,910
Finance .....	395,680
Legal .....	45,000
Facilities and Grounds .....	540,615
Police .....	3,837,369
Fire Inspections.....	32,945
Planning and Zoning .....	616,220
Streets .....	525,200
Streets – Powell Bill .....	472,000
Sanitation .....	1,032,800
Parks and Recreation .....	4,523,701
Senior Adults .....	30,750
Library .....	152,860
Community Promotions .....	177,480
Non-Departmental .....	10,000

**TOTAL** **\$ 13,524,900**

Section 2. **Water and Sewer Funds****ESTIMATED REVENUES**

Interest .....	51,000
Miscellaneous Revenue .....	0
Application Fee .....	16,000
Returned Check Fee .....	1,000
Sale of Meters/Transponders.....	14,000
Water/Sewer Extension Review.....	1,000
Water Charges .....	1,917,800
Sewer Charges .....	2,485,000
Water and Sewer Taps .....	25,000
Hydrant Meter Rental.....	500
Cell Tower Rental Revenue .....	60,800
Late Fee .....	70,000
Nonpayment Fee.....	48,000
Fund Balance Appropriated .....	-727,565
Transfer From Other Funds – ARP.....	0

**TOTAL** **\$ 3,962,535**

**APPROPRIATED EXPENDITURES**

Water and Sewer Operations .....	3,962,535
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**TOTAL** **\$ 3,962,535**

Section 3. **Water and Sewer Special Revenues Fund****ESTIMATED REVENUES**

Interest .....	1,800
Connection Fees .....	25,000
Fund Balance Appropriated .....	-26,800

**TOTAL** **\$ 0**

#### Section 4. Water and Sewer Capital Project Fund

##### **ESTIMATED REVENUES**

Interest Income .....	23,600
Net Position Appropriated .....	2,006,400
<b>TOTAL</b>	<b>\$ 2,030,000</b>

##### **APPROPRIATED EXPENDITURES**

Water and Sewer Capital Project .....	2,030,000
<b>TOTAL</b>	<b>\$ 2,030,000</b>

#### Section 5. Stormwater Fund

##### **ESTIMATED REVENUES**

Interest .....	11,200
Stormwater Charges - Residential .....	264,000
Stormwater Charges – Commercial .....	232,000
Net Position Appropriated .....	-21,375
Transfer From Other Funds – ARP .....	0
<b>TOTAL</b>	<b>\$ 485,825</b>

##### **APPROPRIATED EXPENDITURES**

Stormwater Operations .....	485,825
<b>TOTAL</b>	<b>\$ 485,825</b>

#### Section 6. Levy of Taxes

There is hereby levied, for fiscal year 2023, an Ad Valorem Tax Rate of \$0.31 per One Hundred Dollars (\$100.00) valuation of taxable property as listed for taxes as of January 01, 2022, for the purpose of raising the revenue from current taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations.

#### Section 7. Levy of Taxes

There is hereby levied, for fiscal year 2023, a Tax on Gross Receipts derived from retail short-term motor vehicle leases or rentals of one and one-half percent (1½%) of the gross receipts from the short-term lease or rental of vehicles to the general public as defined in Section 105.871.1 of the North Carolina General Statutes.

#### Section 8. Fees Schedule

There is hereby established for the fiscal year 2023, various fees as listed in the Business License, Planning and Zoning, Parks and Recreation, Sanitation and Stormwater Fee Schedules.

#### Section 9. Utility Fees and Payment Applications

There is hereby established, for fiscal year 2023, utility fees and charges as well as payment application policy as listed in the Water and Sewer Fee Schedule.

#### Section 10. Authorized Positions

There is hereby established, for fiscal year 2023, a schedule of authorized positions. Position authorizations are initially established by the annual budget ordinance. Changes to this schedule may occur during the fiscal year, as authorized by the City Council.

#### **Section 11. Assignment of Classes to Grades**

There is hereby established, for fiscal 2023, the Assignment of Classes to Grades with the schedule of minimum and maximum salary ranges.

#### **Section 12. Purchase Orders & Capital Outlay**

All purchase orders will be pre-audited in accordance with the Local Government Budget and Fiscal Control Act and issued on all purchases greater than \$1,000. All purchases greater than \$5,000 will be properly capitalized according to the City's policies.

In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of North Carolina law, the City of Archdale hereby self-certifies the following micro-purchase thresholds, each of which is a "higher threshold consistent with State law" under 2 C.F.R. § 200.320(a)(1)(iv)(C) for the reasons set forth in the recitals to this resolution:

- A. \$30,000, for the purchase of "apparatus, supplies, materials, or equipment"; and
- B. \$30,000, for the purchase of "construction or repair work"; and
- C. \$50,000, for the purchase of services not subject to competitive bidding under North Carolina law; and
- D. \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the City has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to G.S. 143-64.32. If the exemption is not authorized, the micro-purchase threshold shall be \$0.

#### **Section 13. Budget Officer – Special Authorization**

- A. The budget officer may transfer amounts between object-of-expenditures within a department without limitation and without a report being requested.
- B. The budget officer may transfer amounts of up to \$10,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the City Council.
- C. The budget officer may not transfer amounts between funds.

#### **Section 14. Budget Ordinance Utilization**

- A. This ordinance shall be the basis of the financial plan for the City of Archdale during fiscal year 2023. The budget officer shall administer the budget and ensure that the operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.
- B. The Finance Department shall establish and maintain all records which are in agreement with this ordinance and the Local Government Budget and Fiscal Control Act of the State of North Carolina (Chapter 159 of the General Statutes).

#### **Section 15. Re-appropriation of Funds Encumbered in FY 2022**

Operating funds encumbered in the financial records as of June 30, 2022, are hereby re-appropriated to Fiscal Year 2023.

**Section 16. Budget Implementation**

Copies of this Budget Ordinance shall be furnished to the City Clerk, City Manager, and Finance Director for their direction and implementation.

**This the 24th day of May, 2022.**

ATTEST:

\_\_\_\_\_  
Lewis Dorsett, Mayor

\_\_\_\_\_  
Susan. T. Swaim, City Clerk

**BUDGET ORDINANCE****BUSINESS LICENSE FEE SCHEDULES****FEE SCHEDULE A**

Itinerant Merchant .....	\$ 100.00
Peddler by foot (per individual) .....	\$ 10.00
Peddler by vehicle (per vehicle) .....	\$ 25.00
License Application Fee .....	\$ 20.00

**FEE SCHEDULE B - As determined by State Statute**

Beer (off premises) .....	\$ 5.00
Beer (on premises) .....	\$ 15.00
Malt Beverage Wholesaler .....	\$ 37.50
Wine (off premises) .....	\$ 10.00
Wine (on premises) .....	\$ 15.00
Wine Wholesaler .....	\$ 37.50

Each additional license of the same type to the same person is 110% of the basic license.  
License year is May 1 through April 30.

**BUDGET ORDINANCE****PARKS AND RECREATION****CHILD CARE - AFTER SCHOOL AND SUMMER DAY CAMP**

	RES.	NON-RES.
After School (Per Month – Payable September through May) .....	\$ 180	\$ 280
Week .....	\$ 50	\$ 70
Single Day (full) .....	\$ 24	\$ 30
Single Day (After School) .....	\$ 14	\$ 20
Weekly Summer Day Camp .....	\$ 95	\$ 120
\$10 nonrefundable deposit will be collected for each week of summer camp.		
The deposit will be applied to the weekly cost of camp.		
Early-Bird Summer Camp Registration on or before May 1 (includes T-shirt while supplies last) .....	\$ 10	\$ 10
Summer Camp Registration on or after May 2 (includes T-shirt while supplies last) .....	\$ 40	\$ 40
Late Fee .....	\$ 10	\$ 10
Late pick up fee (per child) is \$1.00 per minute after hours (one time 5 minute grace period)		
City employees pay resident childcare fee.		

**YOUTH ATHLETICS**

	RES.	NON-RES.
Mighty Mites Basketball .....	\$ 35	\$ 55
Hoopsters Basketball .....	\$ 45	\$ 65
Jammers Basketball .....	\$ 45	\$ 65
T-Ball .....	\$ 40	\$ 60
Coach Pitch .....	\$ 45	\$ 65
Mustang .....	\$ 50	\$ 70
Bronco .....	\$ 55	\$ 75
Pony .....	\$ 55	\$ 75
Girls Volleyball .....	\$ 40	\$ 60
Boys Volleyball .....	\$ 40	\$ 60
Girls Sand Volleyball .....	\$ 40	\$ 60
Cheerleading (Plus \$60 for cheer supplies if needed) .....	\$ 25	\$ 45

**ADULT ATHLETICS (per team)**

Men's Softball .....	\$ 400
Co-Ed Softball .....	\$ 400
3 on 3 Basketball .....	\$ 300
30/Over Basketball .....	\$ 450
Co-Ed Volleyball .....	\$ 300
Sand Volleyball .....	\$ 300
Adult Kickball .....	\$ 300

**ALL-STAR TOURNAMENT**

Gate Fee – 18 and over .....	\$5
Gate Fee – 10-17 .....	\$2

**FACILITY RENTAL CHARGES FOR PRIVATE EVENTS****RECREATION CENTER (per hour)**

	RES.	NON-RES.
Conference Room .....	\$ 25	\$ 35
Small Activity Room .....	\$ 35	\$ 45
Large Activity Room .....	\$ 40	\$ 50
Gymnasium .....	\$ 50	\$ 60
Entire Recreation Center .....	\$ 125	\$ 155
Gymnasium and Small Activity Room.....	\$ 70	\$ 90

**RECREATION CENTER HOLIDAYS & AFTER-HOURS RENTALS (per hour) \***

	RES.	NON-RES.
Conference Room .....	\$ 40	\$ 50
Small Activity Room .....	\$ 50	\$ 60
Large Activity Room .....	\$ 55	\$ 65
Gymnasium .....	\$ 65	\$ 75
Entire Recreation Center .....	\$ 170	\$ 200
Gymnasium and Small Activity Room.....	\$ 100	\$ 120

\* There will be a 2 hour minimum for holidays and after-hour rentals.

**SHELTERS (per hour)**

	RES.	NON-RES.
Small Picnic Shelter .....	\$ 15	\$ 25
Large Picnic Shelter .....	\$ 25	\$ 35
Mini Picnic Shelter Near Gazebo .....	\$ 10	\$ 15
Two Mini Picnic Shelters in Playground Area .....	\$ 20	\$ 30

**SENIOR CENTER (per hour)**

	RES.	NON-RES.
Refundable Security Deposit * .....	\$ 50	\$ 50
Senior Building – <i>First two hours</i> (Minimum) .....	\$ 115	\$ 135
Each additional hour after two hour minimum.....	\$ 20	\$ 20

\* Security deposits will be refunded 10 – 14 days after rental date.

**PUBLIC/PRIVATE GROUP EVENT RENTALS**

Event Application Fee (non-refundable) .....	\$ 50
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**AREA RENTAL:**

	RES.	NON-RES.
Disc Golf (per round) .....	\$ 100	\$ 120
Trail System (2 hours).....	\$ 100	\$ 120

**OTHER AREAS:**

Same as hourly rental fees.

**BUDGET ORDINANCE****PARKS AND RECREATION**

**ALL RENTAL APPLICATIONS ARE AVAILABLE THROUGH THE PARK.**

**OUTDOOR ATHLETIC FACILITY RENTALS (per hour)**

	RES.	NON-RES.
Ballfield Only .....	\$ 25	\$ 50
Ballfield w/Lights .....	\$ 30	\$ 60
Sand Volleyball (Court #2 Only) .....	\$ 20	\$ 30

**OTHER RENTALS (per hour)**

	RES.	NON-RES.
Leecia Lax Gazebo Area .....	\$ 25	\$ 35
Old Trotter's Mill Stone Wall Area .....	\$ 15	\$ 25
T-Ball Field Area .....	\$ 25	\$ 35
Open Space Rentals (Old Plank Rd, Mose Drive, Old Tobacco Barn Lawns) .....	\$ 25	\$ 35

**TOURNAMENTS (per day)****BASEBALL/SOFTBALL**

1 <sup>st</sup> Field .....	\$ 150
2 <sup>nd</sup> Field .....	\$ 125
3 <sup>rd</sup> Field .....	\$ 100
Additional Maintenance (Per Field) .....	\$ 50
Tournament application fee (due 21 days in advance with application) .....	\$ 50

	RES.	NON-RES.
DISC GOLF .....	\$ 100	\$ 120
SAND VOLLEYBALL (Both Courts) .....	\$ 200	\$ 250

**TENNIS COURT RESERVATION (per hour)**

Per Court .....	\$ 4
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**COMMUNITY EVENTS****FOURTH OF JULY VENDOR FEES – SPACE RENTAL**

10' x 10' Space .....	\$ 75
10' x 20' Space .....	\$ 145
10' x 30' Space .....	\$ 195
Additional Late Registration Fee after June 20 .....	\$ 50

**BUDGET ORDINANCE****PARKS AND RECREATION****FARMER'S MARKET \***

Daily Rate .....	\$ 5
Half Market Bundle (per scheduled days) .....	\$ 4
Full Market Bundle (per scheduled days) .....	\$ 3

\* Fees are paid in advance, and they are non-refundable.

**FIELD OF HONOR – MEMORIAL DAY**

Memorial Flag Sponsorship .....	\$ 20
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**OTHER**

Vendor options and prices vary by event.

Special event admission prices vary by event.

Creekside Christmas vendor fee .....	\$ 35
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**GENERAL FEES**

General Rezoning/Processing & Advertising .....	\$ 500.00
Special Use/Conditional Use Rezoning .....	\$ 600.00
Miscellaneous Amendment to SU/CU Permit .....	\$ 350.00
Text Amendment .....	\$ 350.00
BOA – Variance, Special Exception or Appeal .....	\$ 350.00
Voluntary Annexation .....	\$ 350.00
Voluntary Annexation with Rezoning .....	\$ 500.00
Street Closing .....	\$ 700.00
Land Use Plan Amendment .....	\$ 350.00

**ZONING FEES**

Zoning Permit .....	\$ 40.00
Common Signage Plan Review .....	\$ 50.00
Thoroughfare Overlay Plan Review .....	\$ 50.00
Certificate of Occupancy Inspection .....	\$ 50.00
Zoning Letter/Zoning Compliance Permit .....	\$ 25.00
Building Demolition Permit .....	\$ 50.00
TRC (includes planning, stormwater & soil/erosion control reviews) (plus \$15 per 1000 sq. ft.) .....	\$ 500.00
Group Developments/PUDs (plus \$15 per 1000 sq. ft.) .....	\$ 500.00

**SUBDIVISION FEES**

TRC (includes planning, stormwater & soil/erosion control reviews) (plus \$15 per lot) .....	\$ 500.00
Final Plat .....	\$ 50.00
Minor Plat (plus \$10 per lot) .....	\$ 50.00
Exclusion Map .....	\$ 25.00

**ENGINEER REVIEW FEES**

Water/Sewer Extension Review (plus \$5 per 100 ft.) .....	\$ 100.00
Driveway Permit .....	\$ 40.00
Soil and Erosion Control Review (greater than 1 acre and not requiring a TRC) .....	\$ 200.00

**ENFORCEMENT FEES**

Mowing Fee .....	cost of service
Mowing Administrative Fee .....	\$ 150.00
Late Fee (if not paid within 30 days of billing date) .....	\$ 20.00
Lot Clean-Up Fee (per man hour) .....	\$ 50.00
Lien Filing Fee .....	\$ 176.00

**WIRELESS TELECOMMUNICATIONS FACILITIES**

All fees are set amount/flat fees and must be paid to the City prior to the work being done for which the fee is paid.

**City Application Fees:**

New Tower or Support Structure Application & Staff Review/TRC .....	\$ 1,500.00
Eligible Facility Application & Staff Review/TRC .....	\$ 500.00

**Expert Assistance Fees:**

New Tower or Support Structure or Substantial Modification .....	\$ 7,500.00
Eligible Facility (any co-location or Non-Substantial Modification):	
Technical Review and Analysis .....	\$ 1,000.00
DAS Nodes (up to 3 nodes may be submitted simultaneously as a single application, if attached to existing structures – per node cost) .....	\$ 1,000.00
Expedited Review and Analysis (two-week turnaround).....	\$ 2,500.00
Amendment Request (per requested amendment) .....	\$ 500.00

**BUDGET ORDINANCE****SANITATION AND STORMWATER****Included on Utility Bill****GARBAGE COLLECTION**

Weekly Trash Pick-Up (Monthly per cart charge) ..... \$ 12.90

**RECYCLING COLLECTION**

Bi-Weekly Recyclables Pick-Up (Monthly per cart charge) ..... \$ 4.00

**STORMWATER**

Residential (Monthly) ..... \$ 5.00

Commercial (Monthly per ERU) ..... \$ 2.50

**MULCH SALES**

Resident (In-City Utility Customer)..... Free

Available by appointment only.

**BUDGET ORDINANCE****WATER AND SEWER****WATER AND SEWER RATES**

	WATER	SEWER
First 2000 gal. with up to 1" meter .....	\$ 17.02	\$ 20.58
First 2000 gal. with 1 ½" meter .....	\$ 24.44	\$ 25.70
First 2000 gal. with 2" meter .....	\$ 38.68	\$ 41.16
First 2000 gal. with 3" meter .....	\$ 66.98	\$ 70.72
First 2000 gal. with 4" meter .....	\$101.52	\$ 107.89
First 2000 gal. with 6" meter .....	\$193.35	\$ 205.82
Irrigation/Pool Meters (includes 2000 gal. minimum) .....	\$ 17.02	
Each 1000 gal. above 2000 gal. minimum .....	\$ 5.11	\$ 7.69
System Emergency Connection per 1000 gal. (no minimum) .....	\$ 5.11	

Consumers receiving service outside of the city limits will be charged double rates.

Rate change is effective starting with utility bill due September 20.

**TOTAL MINIMUM BILL**

	INSIDE	OUTSIDE
Water & Sewer .....	\$ 37.60	\$ 75.20

**FLAT RATE SEWER**

Residential .....	\$ 43.39	\$ 86.78
Commercial .....	\$ 50.62	\$ 101.24

**OTHER FEES**

Application Processing Fee (per property) .....	\$ 25.00
Late Fee .....	\$ 10.00
Nonpayment Fee .....	\$ 50.00
Returned Check, Draft or Other Payment .....	\$ 25.00
Meter Calibration (waived if meter is malfunctioning) .....	\$ 25.00
Hydrant Water (per 1,000 gallons) .....	\$ 7.69
Deposit for ¾" meter .....	\$ 150.00
Daily rental fee .....	\$ 1.00
Deposit for 3" meter .....	\$ 1,000.00
Daily rental fee .....	\$ 3.00
Trash/Recycling Absent Cart Fee (per cart) .....	\$ 75.00
Sprinkler Re-installation Fee .....	\$ 100.00

\* Utility System: Phone payments will be charged a fee by a third-party provider based on a percentage of the transaction.

**BUDGET ORDINANCE****WATER AND SEWER****TAP FEES****WATER:**

¾" Tap .....	\$ 930.00
Larger Sizes .....	cost + 15%

**SEWER:**

4" Tap .....	\$ 1,400.00
Larger Sizes .....	cost + 15%
Bore (if required) .....	cost + 15%

**UTILITY CONNECTION FEES**

	WATER	SEWER
Single Family Residential (¾" Meter) 1 ERU (Equivalent Residential Unit) .....	\$ 610.00	\$ 280.00
All Other based on ERU		

Note: 1 ERU = 256GD water; 283GD wastewater

**EQUIPMENT CHARGES**

Meter .....	at cost - subject to change
Transmitter .....	at cost - subject to change

**PAYMENT APPLICATIONS**

The utility bill includes charges for garbage, recycling, stormwater and water and sewer services. A customer's payment will be applied to the bill in the following order:

- 1) Payment plan agreements
- 2) Late charges, nonpayment fees, application fees, convenience fees, and returned check fees
- 3) Past due amounts in the same order as shown below
- 4) Garbage and recycling service
- 5) Stormwater fees
- 6) Sewer service
- 7) Water service

**COLLECTION AND ENFORCEMENT OF UTILITY FEES**

All utility fees are charged within the contractual agreement under which the City agrees to provide utility services and the customer agrees to make timely payments for services received. The City enforces the collection of these fees by involuntary disconnection of services followed by civil debt collection procedures. The City of Archdale opts out of the criminal enforcement remedy afforded by G.S. 14-4 for collection of utility fees. Tampering is considered a criminal act and G.S.14-151 applies.

**BUDGET ORDINANCE****AUTHORIZED POSITIONS**

	FY 2022-23
<b>ADMINISTRATION</b>	
City Manager .....	1
Assistant City Manager .....	1
City Clerk .....	1
Human Resources Director.....	1
<b>IT &amp; COMMUNICATIONS</b>	
IT Director .....	1
IT & Network Administrator .....	1
IT Specialist.....	1
<b>FINANCE</b>	
Finance Director .....	1
Deputy Finance Officer .....	1
Accounting Technician II .....	1
Accounting Technician I .....	1
<b>BUILDING</b>	
Facilities & Grounds Director .....	1
Facilities & Grounds Technician II .....	2
Facilities & Grounds Technician I .....	2
<b>POLICE</b>	
Police Chief .....	1
Police Captain .....	2
Detective Lieutenant .....	1
Police Lieutenant.....	4
Police Detective .....	3
Master Police Officer .....	5
Police Officer II .....	6
Police Officer I .....	8
Records and Evidence Specialist .....	1
Telecommunicator Trainer .....	1
Telecommunicator .....	4
<b>PLANNING &amp; ZONING</b>	
Planning Director.....	1
Planning Administrator .....	1
Planning Technician .....	1
<b>STREET</b>	
Public Works Director .....	1
Public Works Supervisor .....	1
Public Works Technician II.....	1

**BUDGET ORDINANCE****AUTHORIZED POSITIONS**

	FY 2022-23
<b>PARKS &amp; RECREATION</b>	
Parks & Recreation Director .....	1
Recreation Program Leader .....	1
Marketing & Events Coordinator .....	1
Athletic Program Leader .....	1
Administrative Coordinator .....	1
Athletic Assistant.....	1
<b>WATER &amp; SEWER</b>	
Customer Service Lead .....	1
Account/Billing Coordinator.....	1
Customer Service Representative .....	1
Public Works Sewer System Supervisor .....	1
Public Works Water System Supervisor .....	1
Public Works Technician III .....	1
Public Works Technician I .....	4
<b>STORMWATER</b>	
Program Manager .....	1
Public Works Technician I .....	2

**BUDGET ORDINANCE****ASSIGNMENT OF CLASSES TO GRADES****Non-Exempt Pay Scale**

GRADE	CLASSIFICATION	MINIMUM	MIDPOINT	MAXIMUM
11	FACILITIES AND GROUNDS TECHNICIAN I PUBLIC WORKS TECHNICIAN I	\$31,200	\$36,705	\$42,210
12	FACILITIES AND GROUNDS TECHNICIAN II PUBLIC WORKS TECHNICIAN II	\$31,200	\$37,760	\$44,321
13	CUSTOMER SERVICE REPRESENTATIVE FACILITIES AND GROUNDS TECHNICIAN III PUBLIC WORKS TECHNICIAN III	\$31,200	\$39,000	\$46,800
14	ADMINISTRATIVE COORDINATOR TELECOMMUNICATOR	\$32,902	\$41,616	\$50,330
15	ACCOUNT BILLING AND TRAINING COORDINATOR ATHLETIC ASSISTANT TELECOMMUNICATOR II	\$34,547	\$43,697	\$52,847
16	CUSTOMER SERVICE REPRESENTATIVE LEAD POLICE RECORDS AND EVIDENCE SPECIALIST TELECOMMUNICATOR TRAINER	\$36,274	\$45,882	\$55,489
17	POLICE OFFICER I	\$38,088	\$48,176	\$58,263
18	ATHLETIC PROGRAM LEADER MARKETING & EVENTS COORDINATOR POLICE OFFICER II RECREATION PROGRAM LEADER	\$39,992	\$50,584	\$61,176
19	PLANNING TECHNICIAN PUBLIC WORKS SEWER SYSTEM SUPERVISOR PUBLIC WORKS SUPERVISOR PUBLIC WORKS WATER SYSTEM SUPERVISOR	\$41,992	\$53,114	\$64,235
20	IT SPECIALIST MASTER POLICE OFFICER	\$44,092	\$55,769	\$67,447
21	ACCOUNTING TECHNICIAN I PLANNING ADMINISTRATOR	\$46,296	\$58,558	\$70,819
22	ACCOUNTANT ACCOUNTING TECHNICIAN II CITY CLERK	\$48,611	\$61,486	\$74,360
23	IT NETWORK ADMINISTRATOR POLICE LIEUTENANT	\$51,041	\$64,560	\$78,078
24	NOT ASSIGNED	\$53,594	\$67,788	\$81,982
25	NOT ASSIGNED	\$56,273	\$71,177	\$86,081

**BUDGET ORDINANCE****ASSIGNMENT OF CLASSES TO GRADES****Exempt Pay Scale**

<b>CLASS</b>	<b>GRADE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
Not assigned	201	45,652	62,286	74,490
Not assigned	202	48,391	63,675	78,959
Facilities & Grounds Director	203	51,295	67,496	83,697
Stormwater Program Manager	203	51,295	67,496	83,697
Not assigned	204	54,372	71,545	88,718
Deputy Finance Officer	205	57,635	75,838	94,041
Parks & Recreation Director	206	61,093	80,388	99,684
Planning Director	206	61,093	80,388	99,684
Police Captain	206	61,093	80,388	99,684
Public Works Director	206	61,093	80,388	99,684
Human Resources Director	206	61,093	80,388	99,684
Not assigned	207	64,758	85,212	105,665
Not assigned	208	68,644	90,324	112,005
I.T. Director	209	72,762	95,744	118,725
Not assigned	210	77,128	101,488	125,849
Finance Director	211	81,756	107,578	133,400
Police Chief	211	81,756	107,578	133,400
Assistant City Manager	212	86,661	114,032	141,404
Not assigned	213	91,861	120,874	149,888
Not assigned	214	97,372	128,127	158,881